

10-9-2013

Meeting Minutes

WKU Council on Academic Deans

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**Council of Academic Deans
Academic Affairs Conference Room
Wednesday, October 9, 2013
2:00 p.m.**

Members Present: Jeff Katz, Craig Cobane, Connie Foster, Richard Miller, David Lee, Sam Evans, Carl Fox, Cheryl Stevens, Dennis George and Gordon Emslie.

Guests Present: Scott Lyons represented John Bonaguro, Mike Dale, Doug McElroy, Ladonna Hunton, Sylvia Gaiko, Brian Meredith, and Candice Tope-Phillips

I. Approval of September 25, 2013 Minutes

Dean Evans made a motion, seconded by Dean Katz, to approve the minutes from the September 25th, 2013 CAD meeting. The minutes were approved with one correction. In section II C- the first sentence should state -- "Dean Bonaguro distributed an updated draft of policy regarding course-related field trips."

II. Information Items:

A. Group Presentations during Basketball Games

Candice Tope-Phillips asked the deans to send recommendations for group recognition at basketball games.

B. Employee Benefits Communication Plan 2014

Dr. Emslie provided a brief description of the employee benefits communication plan.

C. Tuesday October 15th Football Game

Staff will have the opportunity to leave at 3:15, tailgating will begin at 4:00. An email notification will be sent out to all staff. Dr. Emslie asked for the offices to remain open; staff that stay will be allowed to take those hours off later.

III. Discussion Items:

A. Field Trip Draft Policy

Discussion ensued about adding a legal waiver to the field trip form. Dr. Emslie asked Dr. Gaiko to make changes to the policy and add a statement relating to alternative risk management. He also asked Dr. Meredith, Dr. Fox, Dr. McElroy to work with General Counsel toward adding an assumption of risk consent form to the as part of applied consent when a student enrolls.

B. Teaching/Research Split

Dr. Emslie asked the deans to turn in departmental spreadsheets indicating any changes to an 80/20 split ([teaching + service] / research) to Ladonna Hunton by the end of the semester.

C. Priority Registration – TRIO

Dr. Evans made a motion, seconded by Dr. Stevens, to approve Tier 2 priority registration for TRIO organization through the end date of the existing grant.

Dr. Emslie will request Dr. Baylis to add a priority registration check box to the routing sheet of the grant proposals. If box is checked for priority registration, it must be sent by the PI to CAD for approval.

D. Policy for Full-Time Staff Teaching (Miller) – Revised/Final

Dr. Stevens recommended amending section II.A to a 6-hour, rather than 7-hour, limit. This was accepted. Dr. Miller will make the changes and email out the new revision.

IV. Other:

A. University Senate

Dr. Miller informed the deans that department heads will be contacted by the University Senate Vice Chair for a recommendations of faculty to serve on the faculty grievance committee and advisory/ad-hoc committees for complaints related to tenure and promotion. One tenured faculty member from each department will be needed for the committees and alternates.

B. SIAs

Dr. Miller asked Deans to be aware of department head making unapproved decisions about extra compensation on SIAs.

C. QEP Forums

QEP campus forums will be held in November. Names from each college will be solicited for the QEP advisory committee.

D. International Year of Ecuador

Dr. Cobane distributed a handout on “2015-International Year of Ecuador.”

Respectfully submitted,

Candice Tope-Phillips

Approved

A. Gordon Emslie, Provost

Date